

## **International Travel Guidance - Updated Fall 2024**

"Foreign travel" refers to trips outside the continental U.S., Alaska, and Hawaii. This includes Mexico, Canada, and U.S. territories like American Samoa, Guam, Puerto Rico, and others, as outlined in FSU's Travel Policy. As part of FSU's obligations to comply with state laws designed to combat foreign influence on research activities and reduce risks associated with international travel, the Office of Compliance and Ethics has compiled guidance on the topics addressed by [section 1010.36, Florida Statutes](#). This guidance is designed to supplement existing university policies, including the [FSU Travel Policy](#) and the [FSU International Travel, Safety, and Risk Management Policy](#). Pursuant to [FSU Policy 3-18](#), faculty and staff travel must be preapproved and registered via the Concur system, regardless of whether or how the trip is funded.

### **Key Points of Guidance:**

#### **I. General Requirements**

- a. **REAL ID Act:** While deadlines for REAL ID implementation have been extended to May 2025, you still need a valid passport for international travel.
- b. **Restrictions on Gifts:** Accepting gifts from foreign universities or principals from countries of concern is strictly prohibited, as prescribed under section 288.860, Florida Statutes.

#### **II. Countries where University travel is restricted**

- a. **State Sponsors of Terror (Federal Law):** Travel to countries on the U.S. State Sponsors of Terror list (e.g., Cuba, Iran, North Korea, Syria) is **prohibited**. Click [here](#) to review the current list. Reimbursement for travel to these countries will not be provided.
- b. **Foreign Countries of Concern (State Law):** Florida additionally lists China, Russia, and Venezuela as "foreign countries of concern." While university travel to these countries is not outright banned, additional approvals and reporting requirements are required. Plan well in advance and coordinate with the Office of Compliance and Ethics if traveling to these countries.

#### **III. Export Control Licenses and Restricted Parties**

- a. **Export Control Licenses:** Bringing equipment or data abroad for collaboration may require an export control license. Make sure to get any required licenses before you travel. For more information, check the [guidance](#) provided by the Office of Research Integrity, Security, and Ethics.
- b. **Collaboration with Restricted Parties:** Check whether any individuals or entities you plan to collaborate with are on restricted lists. Engaging with restricted parties may require a license that is rarely granted. Contact the Office of Research Integrity, Security, and Ethics before you travel to ensure you are following federal requirements.

#### IV. Risk Management Strategies

- a. **Department of State Travel Warnings:** Check the [U.S. Department of State's](#) risk ratings (from 1 to 4) for your destination before booking and again before departure. Make sure any changes in your travel plans are updated in Concur.
- b. **Pre-Departure Materials:** Before leaving, review FSU's international travel materials by enrolling in the required [Canvas](#) course.
- c. **Access to FSU Systems Abroad:** Some FSU systems may not work in embargoed or restricted countries. Avoid using public Wi-Fi or computers to access FSU email or Canvas while abroad. Check [FSU ITS Travel tips](#) for more information.
- d. **Insurance:** Consider enrolling in FSU's international health and safety insurance. Visit [FSU Global](#) for details on available coverage.
- e. **Critical Incident Reporting:** In case of emergencies, such as life-threatening incidents or missing persons, notify FSU's International Travel Safety team immediately. Stay connected via email and carry a phone capable of international communication.

If you have any questions or need further assistance, contact us at [compliance@fsu.edu](mailto:compliance@fsu.edu).